



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

**JOB DESCRIPTION**  
**ACCOUNTANT**  
(ADMINISTRATION DIVISION)

PARKS, RECREATION AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for performing difficult professional accounting work involving the preparation and maintenance of financial records and reports. Reports to the Administrative Services Manager.

There are two (2) levels of Accountant distinguished by the level of work performed and the qualifications of the employee.

### **ESSENTIAL JOB FUNCTIONS**

Prepares difficult financial reports and statements such as cash flow reports, statement of financial condition,, balance sheets, income statements and other documents as required to comply with local, state and federal regulations throughout the year; performs research, analysis and interpretation of financial information. Plans, prepares and monitors complex departmental fiscal budgets. Performs audits of fixed assets and accounts as appropriate. Reviews, monitors, and analyzes accounts such as receivables, payables and fixed assets for accuracy; verifies account codes, amount of transaction and other data. Monitors the receipt of and prepares payment for the department's sales and use, meals, admission, and daily rental tax.

Processes expenditure, revenue and budget amendment requests. Prepares journal entries as needed. Reconciles general ledger accounts with the City's Accounting System (MUNIS); researches financial records and initiates appropriation transfers and journal entries as appropriate. Processes departmental purchase requisitions for supplies and services including pre-payment.

Provides assistance to City personnel relating to accounting systems and procedures. Provides assistance to internal and external auditors in auditing financial statements and records.

Responsible for the effective supervision and administration of assigned personnel including payroll, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- **Accounting** – Considerable knowledge of accounting principles and practices. Considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of financial tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves difficult inquiries and disputes.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

## **REQUIRED ABILITIES**

- **Financial Management** – Ability to perform difficult arithmetic, algebraic, and statistical applications to perform financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of financial data.
- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Maintains a calendar for meetings, deadlines and events.
- **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of financial issues with tact and diplomacy and in a confidential manner.

## **EDUCATION AND EXPERIENCE**

**Accountant I** – Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field with course work equivalent to a major concentration in accounting and 1-2 years of related accounting experience, or an equivalent combination of education and experience with some lead or supervisory experience.

**Accountant II** - Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field with course work equivalent to a major concentration in accounting and 3-5 years of related accounting experience, or an equivalent combination of education and experience with 1-2 years of lead or supervisory experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local, state, and sex offender criminal history check as well as a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.